



**Magnetic Tape
Selectric® Typewriter**

What happened?



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1 TAPE STATION



2 TAPE STATIONS

Wrong Project at Ref Code 01

There is no Ref Code recorded at the beginning of your tape.

- a. Right Dial in Play.
- b. Depress Rewind Button.
- c. Depress Start Button.

Missing Project at Other Than Ref Code 01

You have an extra Ref Code recorded or the Right Dial was not in Record when you typed the project.

- a. Search to next higher Ref Code number.
- b. Depress Start Button.
- c. If project not at that Ref Code, rerecord at the next available Ref Code on your tape.

Whirring Sound and No Playback When Start Button Depressed

There are two Ref Codes recorded one after another on your tape.

- a. Search to the next higher Ref Code number.
- b. Depress the Start Button.

Depress Start Button and Nothing Happens

The Right Dial may be set incorrectly or the Shift Lock on the typewriter may be down.

- a. Check Right Dial setting.
- b. If correctly set, check the Shift Lock. It must be released to start playback.

Depress Search Button and Nothing Happens

The Right Dial may be set in Record or Transfer, or the tape may not be loaded, or the number searched was higher than the number of Ref Codes recorded on the tape.

- a. Check Right Dial setting.
- b. If correctly set, check to see if Ready Light is on. If it isn't lighted, load the tape and search again.
- c. If dial correctly set and tape is loaded, see ERROR LIGHT section of this booklet.

Depress Start Button and Error Light Comes On

You are over a blank spot on the tape or the tape may be loaded all the way into the MT/ST.

- a. Turn to Record.
- b. If Error Light goes out, search to proper Ref Code to continue playback.
- c. If Error Light remains on, see ERROR LIGHT section of this booklet.

Missing First Line During Playback

You backed up into the preceding Ref Code when recording the project.

- a. Search the same Ref Code again.
- b. Type in the missing line on the typewriter before depressing the Start Button.

Underscore There but Word Missing During Playback

You used the Backspace Key instead of the Backspace Code Button when you underscored the word.

- a. Play back the project again.
- b. Type in the missing word during playback.

Centered Heading Plays Back at the Left Margin

You used the Backspace Key instead of the Backspace Code Button or you tabbed to the center in Play when you recorded the heading.

- a. Search the same Ref Code again.
- b. Skip the incorrectly centered heading and retype it on the typewriter.

Depressed Skip Button with Left Dial Set on Auto

If playing back a project, search for the appropriate Ref Code and begin playing back the project again.

Tab to Wrong Place on Playback

You may have used the Backspace Key to back up for a dollar sign; or you may not have the same tab stops set on the typewriter as you did when you recorded the project; or

you may have “flicked” the Tab Key when you recorded, which causes tabs to be incorrectly recorded.

- a. Skip the line and retype it.
- b. Or, make sure you have the same tab stops set during playback as you did when you recorded the project. Then play back the project again.
- c. Or, if the correct tab stops were set, rerecord the project, tabbing less rapidly.

Indented Material Plays Back Wrong

The Right Dial is set on Adjust.

Play back all indented material with the Right Dial set on Play.

Adjust Playback Stopped in the Middle of a Long Word at Right Margin

The Carrier cannot find a CR, a space, or a hyphen to make it return to the next line.

- a. Keep depressing the Start Button until playback continues.
- b. Or, play back until you reach the end of a syllable, type “hyphen/CR”, and depress the Start Button.

Keyboard Locks When Beginning to Type Project

The Right Dial is in Record but no tape is loaded on the MT/ST.

- a. Backspace with the Backspace Key a few times.
- b. Turn Right Dial to Play.
- c. If project is to be recorded, load the tape. Then turn to Record and record the project.
- d. If you are typing only on the typewriter, begin typing.

Keyboard Locks While Recording and Error Light Comes on

See ERROR LIGHT section of this booklet.

The MT/ST Starts Playing Back by Itself

The Left Dial is on Start.

Turn the Left Dial to Auto or some other setting.



2 TAPE STATIONS ONLY

Underscore There but Word Missing When Transferring

You used the Backspace Key instead of the Backspace Code Button when you recorded the underscores on the right tape.

- a. Skip the rest of that line.
- b. Line Return, Carrier return and retype the line, underscoring the word correctly with the Backspace Code Button.

Centered Heading Transfers at the Left Margin

You used the Backspace Key instead of the Backspace Code Button or you tabbed to the center in Play when you recorded the heading on the right tape.

- a. Note the last thing that transferred.
- b. Search the left tape to the same Ref Code you were using.
- c. Turn Right Dial to Record L.
- d. Record the centered heading correctly using the Backspace Code Button.
- e. Retype any material up to and including the last thing that transferred.
- f. Turn Right Dial to Transfer and depress the Start Button.

Missing First Line During Transfer

You backed up into the preceding Ref Code when you recorded the project on the right tape.

- a. Search both tape stations to transfer the project again.
- b. Turn Right Dial to Record L.
- c. Record the missing line and the Carrier return at the end of the line.
- d. Turn Right Dial to Transfer and depress the Start Button.

2's and Z's Printed on Your Paper When Transferring

You transferred part of a Ref Code to the left tape.

- a. Line Return three times.
- b. Turn to Play L and play back in Auto until the MT/ST finds the STC and stops.
- c. After the MT/ST stops, do one of the following:
 - (1) If you are at the end of the project, dial Record L and record a Ref Code.
 - (2) If you are at the end of a new page in a multiple page project:

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- (a) Dial Record L and record a Ref Code.
 - (b) Dial Play R and search the desired Ref Code.
 - (c) Dial Adjust (or Play) Transfer and continue transferring.
- (3) If you are not at the end of a new page or at the end of the project:
- (a) Dial Record L and backspace once with the Backspace Key.
 - (b) Dial Play R and search the desired Ref Code.
 - (c) Dial Adjust or Play Transfer and continue transferring to where you want the new page to end or to the end of the project.

Adjust Transfer Stops in Middle of Long Word at Right Margin

The Carrier cannot find a CR, a space, or a hyphen to make it return to the next line.

- a. Keep depressing the Start Button until transfer continues.
- b. Or, transfer until you reach the end of a syllable, record a temporary hyphen, Carrier return, and depress the Start Button.

Indented Material Transfers Wrong

The Right Dial is set on Adj Transfer.

Transfer all indented material with the Right Dial set on Play Transfer.

Transferring Won't Stop When the MT/ST Finds a Stop Trans Code

You recorded a Stop Code, rather than a Stop Trans Code, on your right tape.

Although the Stop Code transfers to the left tape, it will not stop transferring. When you play back final copy, the MT/ST will stop each time it finds a Stop Code.

When Playback Ends, the Keyboard Locks up and the Console Buttons do Nothing

You recorded a Switch Code by mistake.

- a. Turn Right Dial to Play for the other tape station.
- b. Turn Right Dial back to Play or Adjust for the tape station you are using.
- c. Check to see that the Ready Light for the correct tape station is now lighted.

Depressed Skip Button with Left Dial Set on Auto

- a. If transferring a project, search both tape stations and begin the project again.
- b. If skipping Ref Codes when transferring multiple page projects, search the Right Station to the Ref Code number you just skipped and continue transferring to the end of the new page.

Gibberish Printed During Playback of Form Letter

The left tape is not searched to the proper Ref Code and part of another project is playing back.
Search both tapes to the proper Ref Code and begin the letter again.

Inside Address Plays Back Before Date in Form Letter

The dial is set on Play L instead of Play R.

- a. Search both tapes to the proper Ref Code.
- b. Turn Right Dial to Play R (or Adjust R).

Form Letter Plays Back With Variables in the Wrong Place

You forgot to record a Switch Code or you recorded too many Switch Codes.

Rerecord the form letter and variables, recording the Switch Codes carefully.

A “j” Prints When a Switch Code is Recorded

Your MT/ST has a special feature. This printed character helps you proofread material with Switch Codes.

ERROR LIGHT-RECORD

Error Light During Recording

First Solution:

1. Backspace one or two characters.
2. Retype those characters.

Second Solution (where codes or tabs are recorded in that line):

1. Depress Line Return once.
2. Carrier return.
3. Retype the line.

Third Solution (at end of tape):

1. Look at the tape cartridge.
2. If at end of tape, Line Return to end of last complete paragraph.
3. Carrier return and record a Stop Trans Code.
4. Rewind and unload the tape.
5. Load and prepare another tape.
6. Continue recording.

Fourth Solution (damaged tape):

If you still get an Error Light, rerecord on another tape.

Error Light After Loading a Tape (trying to record)

1. Depress Line Return once.
2. After a few seconds, depress Stop Button.
3. Depress Rewind.
4. When Error Light stops flashing, search to desired Ref Code or record Ref Code 01.

Error Light After Searching (trying to record)

1. Depress Line Return once.
2. After a few seconds, depress Stop Button.
3. Depress Rewind.
4. Check your log and search again.

Error Light When Trying to Record

1. In Record, backspace one or two characters.
2. Turn Right Dial to Play.
3. Load a tape.

Error Light When Turning to Record with Shift Lock Down

1. Release Shift Lock.
2. Backspace once (still in Record).
3. Turn to Play and search again.

ERROR LIGHT-PLAYBACK

Error Light on Playback

1. Turn Right Dial to Record.
2. Backspace one or two characters.
3. Retype those characters.
4. Continue playback.
5. If you still get an Error Light, rerecord on another tape.

Error Light After Loading A Tape (trying to play back)

1. Turn Right Dial to Record.
2. Depress Line Return once.
3. After a few seconds, depress Stop Button.
4. Depress Rewind.
5. When Error Light stops flashing, search to desired Ref Code.

Error Light After Searching (trying to play back)

1. Turn to Record.
2. If Error Light goes out, you are over a blank spot on the tape. Search to the preceding Ref Code to play back.
3. If Error Light remains on:
 - a) Depress Line Return once.
 - b) After a few seconds, depress Stop Button.
 - c) Depress Rewind.
 - d) When Error Light stops flashing, search to desired Ref Code or record Ref Code 01.

Error Light on Left Station (playing back form letter)

Load a tape on the left station.

ERROR LIGHT-TRANSFER

Error Light on Left Station

1. Line Return, Carrier return and retype until the left tape is stopped in the same place as the right tape.
2. Continue transferring.

Error Light on Right or Both Stations

1. Turn to Record R.
2. Backspace one or two characters.
3. Retype those characters.
4. Turn to Record L.
5. Line Return, Carrier return and retype until the left tape is stopped in the same place as the right tape.
6. Turn to Transfer and continue.
7. If the Error Light is still on, you have a damaged tape. Remove and discard it. Use another tape.



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For additional information, consult the nearest IBM Branch Office.



Reminder Card

Procedure for Recording

1. Set the Right Dial in PLAY.
 2. Insert paper and make all necessary typewriter adjustments.
 3. Dial the number of the desired Ref Code in the Reference Number Window.
 4. Depress the Search Button.
 5. Set the Right Dial in RECORD.
 6. Record the project or projects.
 7. End each project with 2CR/STC/Ref Code.
- } Repeat these steps
for each project.

Procedure for Playing Back

1. Set the Right Dial in PLAY.
2. Insert paper and make all necessary typewriter adjustments.
3. Dial the number of the desired Ref Code in the Reference Number Window.
4. Depress the Search Button.
5. Depress the Start Button.

Reminder Card

Loading a Tape to Record Material

1. Right Dial in PLAY.
2. Hold down Unload Button and lift station cover.
3. Insert tape cartridge and close station cover.
4. Depress Load Button once.
5. If recording at . . .
 - a) Ref Code 01:
 - turn Right Dial to RECORD
 - record a Ref Code
 - b) a Ref Code other than Ref Code 01:
 - dial desired Ref Code number in the Reference Number Window
 - depress Search Button
 - turn Right Dial to RECORD
6. Begin recording the project.

Loading a Tape to Play Back Material

1. Right Dial in PLAY.
2. Hold down Unload Button and lift station cover.
3. Insert tape cartridge and close station cover.
4. Depress Load Button once.
5. Dial desired Ref Code number in the Reference Number Window.
6. Depress Search Button.
7. Begin playback.

Removing a Tape

1. Right Dial in PLAY.
2. Depress the Rewind Button.
3. When clicking noise stops, hold down Unload Button until you hear a “thump” and the Ready Light goes out.
4. Hold down Unload Button and lift station cover.
5. Remove cartridge and close station cover.